

Approved For Release 2002/06/24 : CIA-RDP93B01194R000900020001-0

DDA DECLASSIFICATION REVIEW GUIDELINES

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OUTLINE: DDA REVIEW GUIDELINE

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Guidelines for the Declassification Review of DDA Records

I. GENERAL GUIDANCE

1. The following guidelines are to be utilized for the declassification review of all documents, information, and other materials originated by or attributable to the Directorate of Administration and/or functional predecessors over which it still maintains original or final authority.

2. These guidelines are to be applied to all DDA-originated material, wherever located. They do not supersede restrictions imposed by the originators of documents and information over which the DDA does not exercise exclusive or final jurisdiction. No declassification action is permitted without the authorization of officially approved guidelines.

3. Classified documents and information furnished by a foreign government, international organization (or official representative thereof), or produced jointly with a foreign government or international organization shall be exempt from automatic declassification without the approval of the foreign government or international organization concerned.

4. Subject to approval by the originator of the information or functional successor, documents and information which would ordinarily be exempted from declassification may be declassified if it is determined that, based on prior official disclosure or other considerations, current or future equities clearly would not be adversely affected by declassification, provided that the information has been released in its entirety and not on a fragmentary basis.

5. Some documents, information, and other material falling within the exemption criteria described in these guidelines may have been originated in an unclassified format. If such material is located in the course of review, it is to be identified for further action by the originating component or its successor. Such material will be handled as if it were classified.

6. Classified documents, information, or other materials specifically protected by statute will receive continued protection in accordance with the provisions of the relevant statute. Restricted Data and Formerly Restricted Data shall be downgraded and declassified in conformity with the provisions of the Atomic Energy Act of 1954 (as amended) and appropriate regulations issued in accordance thereto.

7. Unless otherwise specified, all documents to be certified as requiring continued protection beyond 20 years will be protected at the Confidential level. Any compartmentation will continue to apply unless otherwise stated. Material exempted from automatic declassification will be protected in accordance with statute, pertinent executive orders, and appropriate Agency regulations.

8. Prior to 1954, the word "Restricted" was used to designate a fourth classification level. During the review any material found so marked should be treated at the Confidential level; however, do not confuse this classification with that of "Restricted Data" which is used by ERDA.

9. Sections II-VI below describe in detail specific declassification review guidelines. Documents which are found to contain information described in these sections are to retain classification if released to the public the material could reasonably be expected to:

- (A) cause damage to the national security;
- (B) have an adverse effect upon foreign relations;
- (C) place a person in immediate jeopardy;
- (D) compromise intelligence sources and methods which require protection as prescribed by the National Security Act of 1947 and the CIA Act of 1949.

II. SOURCES AND METHODS

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